

Subject: Smoke-free Policy Feedback Date: October 1, 2013 Dear Residents, Thank you for choosing Acme Apartments. On September 1, 2013, we implemented a smoke-free policy to protect the health and safety of our residents. As you are aware, secondhand smoke is a health hazard, especially for children, the elderly, and persons with chronic illnesses. Our smoke-free policy also reduces the risk of fire, further protecting the safety of our residents and their belongings. Our smoke-free policy applies to: • All units in buildings 1-3, 6 and 7, not including balconies and patios. All outdoor areas except the designated smoking area between buildings 4 and 5. We would like to hear what you think about our new smoke-free rules. This will help us determine the effectiveness of the policy and help us better educate our residents. Please complete the survey below and return it to the comment box outside the front office by November 1, 2013. Sincerely, [APARTMENT MANAGER'S NAME CONTACT INFO Since [DATE], have you witnessed (seen or smelled) smoking in any of the areas mentioned above? (Check one.) □ No. ☐ Yes, I witnessed smoking at/in/on ___ Have you mentioned the smoke-free policy to anyone who was smoking? (Check all that apply.) ☐ No. I did not have the opportunity to do so. ☐ No. Doing so would have been uncomfortable.

In your own words, what do you think about the smoke-free policy?

☐ Yes. I pointed out a sign in my building.
☐ Yes. I pointed out a sign in an outdoor area.
☐ Yes. I mentioned the policy in the lease.